WELCOME

TO

CLASSIFICATION TRAINING

PRESENTED BY THE

Civilian Personnel Advisory Center

NAF Human Resources

OBJECTIVES

- ***DEFINITION***
- ***PURPOSE***
- ***DESK AUDITS***
- ***POSITION DESCRIPTIONS***
- ***PD LIBRARY***

what is CLASSIFICATION?

- Regulations & process by which every position is categorized
- Relation between duties, pay plan, occupational code, and grade

why CLASSIFICATION?

- **It's Law: Classification Act of 1949 (codified in chapter 51 of title 5, USC)**
- **Equal pay for substantially equal work**

what is a DESK AUDIT?

- **Review and placement of performed duties into correct position classification**
- **Process includes:**
  - **written list of duties by employee**
  - **written list of duties by supervisor**
  - **physical audit**

DESK AUDIT….

- May be requested by
  - Supervisor
  - Employee (through supervisor, NAF HRC, or representative)
- Results are obligatory

what are **POSITION DESCRIPTIONS?**

- **List of duties (very general) and other classification information**
- **Uniformed throughout Army**
- **Must be listed in PD Library to use (may submit new position descriptions to CHRA for approval and placement in the library)**
- **Cannot change except for:**
  - adding qualifications that correspond to the grade
  - adding elements specific to locality

how do I find a **POSITION DESCRIPTION**?

- **NAF HRC Representative**
- **PD Library**

why PD Library?

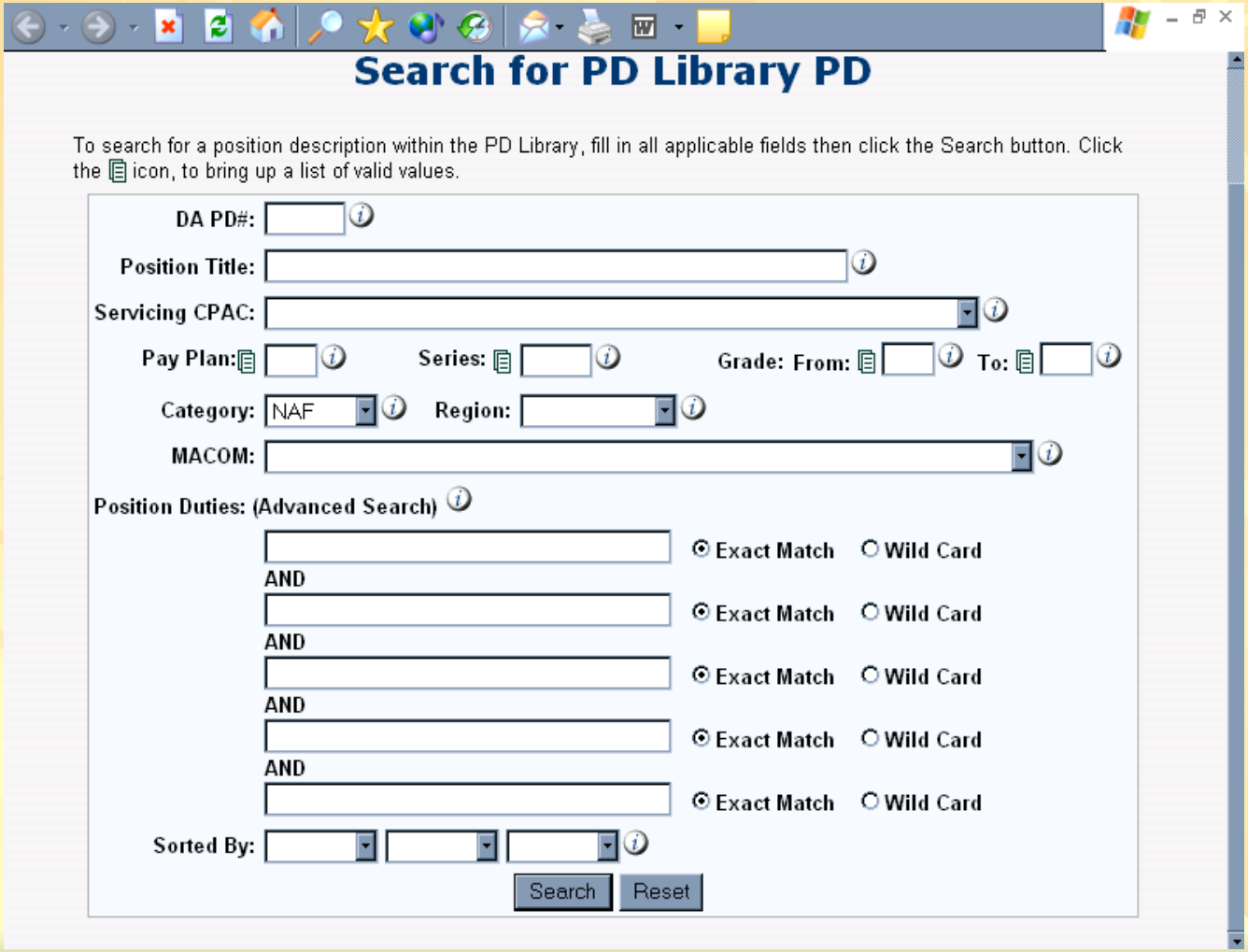
- Uniformity
- Saves time & effort in writing position descriptions
- PDs describe actual work performed by Army employees
- PDs have been determined to be accurately classified by trained classification specialists

link to **PD LIBRARY**

- www.cpol.army.mil, select “Tools” and locate “PD Library
- http://cpsfc.belvoir.army.mil/fasclass/search_pd/search_pd.asp

FASCLASS Search for PD Library PD.url

searching the PD LIBRARY



REVIEW

- Classification is law –
  - equal pay for equal work
  - Affects plan, series, grade, and title
- Desk Audits –
  - Places performed duties into correct position classification, based on established standards
- Position Descriptions
  - Uniformed throughout Army
  - Must be in listed in PD Library to use
  - Few changes permitted
- PD Library
  - Management tool

THANK YOU

REMEMBER, We are always here to assist and support you